

# Department of Natural Resources Recreation Grant Programs 2015 Workshop



# Workshop Overview



## PART ONE

- **What's New!**
  - Michigan Natural Resources Trust Fund (MNRTF)
  - Land and Water Conservation Fund Grants (LWCF)
  - Recreation Passport Grant Program (RPGP)
  - 5-Year Recreation Plan Requirements

# Workshop Overview



- **MiRecGrants Online Grant Application**
  - Question & Answers



## PART TWO

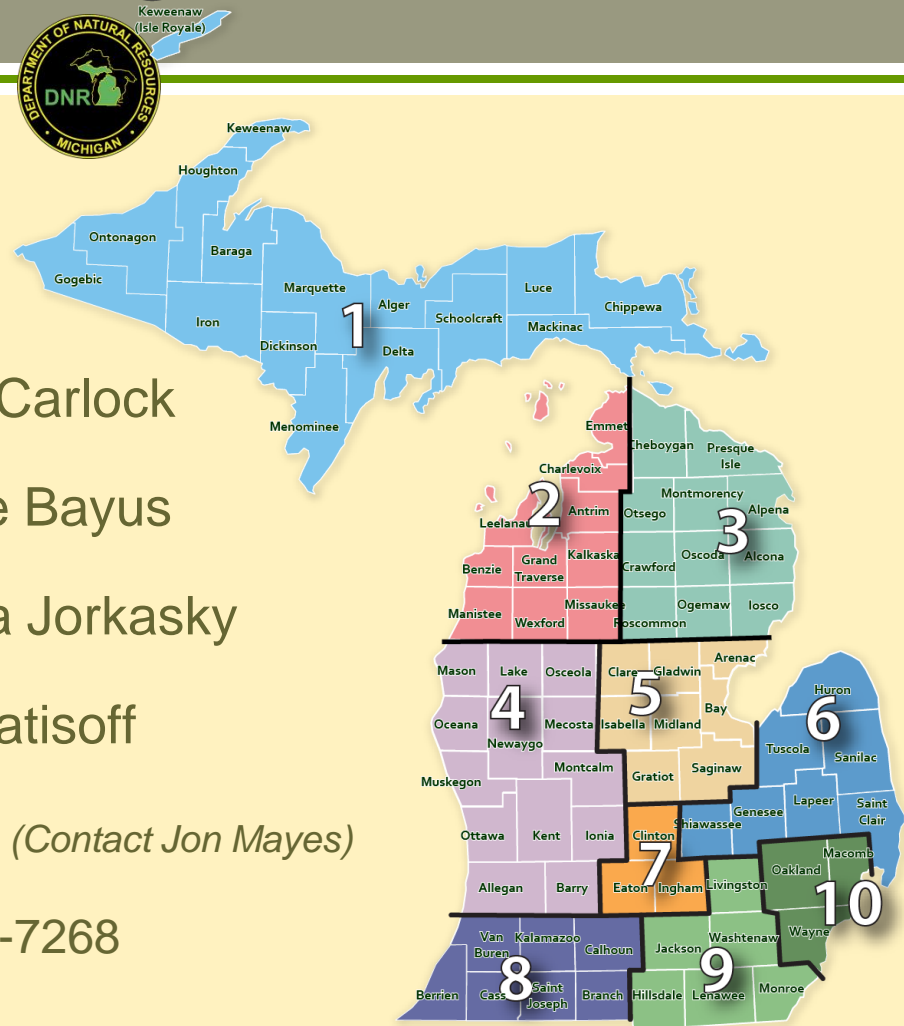
- **Detailed Discussion of Programs**
  - Question & Answer

# PART ONE

## 2015 - What's New



# Grants Management Staff



**Region 1:**

Merrie Carlock

**Region 2:**

Christie Bayus

**Region 3, 4 & 5:**

Tamara Jorkasky

**Region 6 & 10:**

Amy Matisoff

**Region 7, 8 & 9:**

Vacant (*Contact Jon Mayes*)

Grants Management: 517-284-7268

# Other Grants Management Staff



**Steve DeBrabander,**  
Grants Management Section Manager

**Jon Mayes,**  
Unit Manager and MNRTF Program Manager

**Christie Bayus,**  
LWCF, RPGP & Marine Safety Grant  
Program Manager

**Kelly Parker,**  
Dam Management, Wildlife Habitat and  
Aquatic Habitat Grant Program Manager

**Kammy Frayre,**  
Invasive Species Grant Program Manager

**Janet Liesman,**  
Financial Specialist MNRTF

**Michelle Ballard,**  
Payment Officer for multiple grant programs

**Lance Brooks,**  
Payment Officer for multiple grant programs

**Linda Harlow,**  
Administrative Assistant, Secretary MNRTF  
Board & Post Completion Compliance

# Michigan Natural Resources Trust Fund (MNRTF)



## What's new in MNRTF:

- Application must now include a maintenance plan (MNRTF Board sub-committee action item)
- Revamped Application Guidelines Booklet to better align with MiRecGrants On-line Application
- Governor's Showcase Trail Initiative

# Governor's Showcase Trail



Go to:

Michigan.gov/dnrtrails  
and click on:

*Michigan's new trail from  
Belle Isle to Ironwood*

Contact:

Paul Yauk, DNR-PRD  
[yaukp@michigan.gov](mailto:yaukp@michigan.gov)

517-284-6141



# Michigan Natural Resources Trust Fund (MNRTF)



## 2014 Application Facts:

Total Applications Received                      156            (\$44 million)

Total Grant Awards                                      69            (\$25 million)

Success Rate – Acquisition  
100%

Success Rate – Development  
34%

# Michigan Natural Resources Trust Fund (MNRTF)



## 2014 Application Facts - continued:

Examples of awarded projects:

- Trails
- Picnic Pavilions
- Fishing Piers
- Playscapes
- Boat Launches

**Anticipated Funding for 2015     \$15 - \$18 Million**

# Land and Water Conservation Fund (LWCF)



## 2014 Application Facts:

Total Applications Received	10	(\$931,000)
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Total Grant Awards	10	(\$931,000)
--------------------	----	-------------

Success Rate – Development  
100%

# Land and Water Conservation Fund (LWCF)



## 2014 Application Facts - continued:

Examples of awarded projects:

- Trails
- Pool Improvements
- Water Access Improvements
- Playscapes

**Anticipated Funding for 2015     \$1 Million**

# Recreation Passport Grant Program (RPGP)



## What's new in RPGP:

- Added a scoring category evaluating the amount of existing recreation opportunities within a community
- Added language related to how ties in scoring are resolved: grant funds per capita

# Recreation Passport Grant Program (RPGP)



## 2014 Application Facts:

Total Applications Received	64	(\$2.5 million)
-----------------------------	----	-----------------

Total Grant Awards	21	(\$877,500)
--------------------	----	-------------

Success Rate – Development  
33%

# Recreation Passport Grant Program (RPGP)



## 2014 Application Facts - continued:

Examples of awarded projects:

- Tennis Court Renovations
- Ball Fields
- Park Enhancements
- Playscapes

**Anticipated Funding for 2015     \$1 Million**

# 5-Year Recreation Plan



## What's new with 5-year Recreation Plans?

- A few clarifications were completed
- As of 2014, 5-year recreation plans must be uploaded in MiRecGrants





# 5-Year Recreation Plan



## What's new with 5-year Recreation Plans?

- 5-year recreation plans must include self-certified site inspections of past grant-assisted sites to be considered complete
- To be eligible for Waterways Grants, information on recreational harbors and marinas is now required.

# 5-Year Recreation Plan



## What's new with 5-year Recreation Plans?

- 5-year recreation plans must include self-certified site inspections of past grant-assisted sites to be considered complete
- To be eligible for Waterways Grants, information on recreational harbors and marinas is now required.

# Changes to All Program Requirements



## Development Projects

- Purchases made through a Cooperative Membership (Co-op) not permitted.
- If your project is funded, purchases must follow State requirements for bidding, co-op purchases do not follow State requirements.

# What's New in Grant Programs



In 2014,  
Recreation Grants Program went paperless with

**MiRecGrants**  
an online Grant Application Program



# MiRecGrants



## Online Grant Application System:

- Applications for grants
- Submittal of Project Documents
- Project Administration
- 5-Year Recreation Plans
- Historical Grant Data



Accessible through [www.mi.gov/dnr-grants](http://www.mi.gov/dnr-grants)

Online Application available early **February 2015**

# MiRecGrants

## A Snapshot on how to:

- Register and authorize users
- Common software functions
- Complete applications

The screenshot shows the Michigan Department of Natural Resources (MDNR) MiRecGrants portal. At the top, the MDNR logo and name are on the left, and the Michigan.gov logo is on the right. Below the header, there are two buttons: "System Login" and "Portal Home". The main content area features a welcome message: "Welcome to MiRecGrants, Michigan Recreation Grants". To the right of this message is a login box with fields for "Username" and "Password", a "LOGIN" button, and links for "New Applicant" and "Forgot Password?". Below the welcome message, a paragraph explains that the DNR, Grants Management Section welcomes local units of government to create, manage, submit, track, and amend grant applications. It also lists the funding sources: Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, and the Recreation Passport Grant Program. To the right of this text is a scenic image of a lake with a path and people. Below the text, there are three circular logos: the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund, and the Recreation Passport. To the right of these logos is the "PURE MICHIGAN" logo. At the bottom, there is a "Help Desk Info" section with contact information for MDNR grants and a link to the official website.

Michigan Department of Natural Resources

MICHIGAN.GOV  
Michigan's Official Website

System Login Portal Home

[Michigan.gov Home](#) [DNR Home](#) [Contact DNR](#) [Key DNR Topics](#)

## Welcome to MiRecGrants, Michigan Recreation Grants

The DNR, Grants Management Section welcomes you to MiRecGrants. Eligible local units of government, the DNR and recreation authorities can create, manage, submit, track, and amend grant applications and administer awarded grants. Funds are available through the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and the Recreation Passport Grant Program.

Michigan Natural Resources Trust Fund  
Land & Water Conservation Fund  
RECREATION PASSPORT

PURE MICHIGAN®

**Login**  
Username   
Password   
**LOGIN**  
[New Applicant](#)  
[Forgot Password?](#)

**Help Desk Info**


If you are trying to register for MDNR grants and have any questions, or if you are in need of assistance, please contact DNR - Grant Management at 517 - 284 - 7268 or by email at [MiRecGrants@michigan.gov](mailto:MiRecGrants@michigan.gov).

For more information on the grant programs administered by MiRecGrants, please visit our official website here at [www.michigan.gov/dnr/0,4570,7-153-58225---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-58225---,00.html)


# MiRecGrants

## Portal Home

- General Information
- Calendar of events
- Viewable by anyone not just registered users.



Michigan Department of Natural Resources



[System Login](#) [Portal Home](#)

[SEARCH](#) | [Advanced Search](#)

### Site Information

#### Information

**NEW - 2015 Recreation Grant Workshop Information**  
Local units of government and other eligible parties are invited to attend the Michigan Department of Natural Resources (DNR) Recreation Grant workshops in January and February of 2015.

Workshops will be held statewide starting in Baraga on Jan. 13. Click on the underlined text above for a link to the webpage for a complete listing of workshop information.

Please contact our office for additional information on our workshops - phone number (517) 284-7268

Select a calendar day below to view its details.

< Prev Month		January 2015					Next Month >
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1	2	3	4	5	6	7	

#### Events for Tuesday, January 13, 2015

Name	Provided By	Date Type	Date(s)
<a href="#">2015 Recreation Grant Workshop - BARAGA (Upper Peninsula)</a>	MDNR	Calendar	01/13/2015-01/13/2015
<a href="#">2015 Recreation Grant Workshop - MUSKEGON</a>	MDNR	Calendar	01/13/2015-01/13/2015

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)



# Registration



Michigan Department of Natural Resources



[System Login](#)

[Portal Home](#)

[SAVE](#)

[Back](#)

## Registration

Please complete all the required fields below. Required fields are marked with an \*.

### Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Michigan"/>		
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Notes	<input type="text"/>				

# Registration for Eligible Applicants



- DNR must approve eligible applicants or “organizations” (local units of government, State, Recreation Authorities and in some instances school districts).
- Only 1 registration per eligible organization. This registered individual is assigned the role of **Authorized Official**.

# Registration for Eligible Applicants



- Authorized Official assigns other organization members with roles.
- Example:
  - Park City's Park Director registers and is approved by DNR as the Authorized Official. The Authorized Official then assigns the public service director, city clerk, agency staff, etc. as organization members.

# Registration of Consulting Firms



- Only one individual can register on behalf of a firm or organization. That individual becomes the **Key Person** for that firm.
- The Key Person can add additional staff as members as engineers, consultants, staff, etc.



# Registration of Consulting Firms



- After a firm is registered, an **Authorized Official** (eligible applicant) may select a consultant to add to the applicant's list of organization members.
- Example:
  - The president of XYZ Company registers as a Key Person and then adds their employees as members. Park City's Authorized Official adds a registered employee of XYZ Company to Park City's organization. That XYZ employee can now work on application documents and recreation plans for Park City.

# Helpful Hints for Software



- Use main tabs
- Underlined Text is a link
- Click on darkened boxes or “Buttons”
- My Training Materials
- Use “Show Help”

The screenshot shows the user interface of the Michigan Department of Natural Resources (DNR) Grants Management System. At the top, there is a header with the DNR logo and the text 'Michigan Department of Natural Resources'. To the right of the header is the 'MICHIGAN.GOV' logo and the text 'Michigan's Official Website'. Below the header, there are three main tabs: 'My Home', 'My Filtered Applications', and 'My Grants'. To the right of these tabs are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located at the bottom right of the header. The main content area is divided into several sections. The first section is a 'Welcome Jane' message, which includes the text 'Authorized Official' and a link 'Change My Picture'. To the right of this message is an 'Instructions' section with a list of tasks: 'Select the SHOW HELP button above for detailed instructions on the following.', '&gt; Applying for an Opportunity', '&gt; Using System Messages', '&gt; Understanding your Tasks', and '&gt; Managing your awarded grant'. Below the 'Welcome Jane' message is a section titled 'Hello Jane, please choose an option below.' followed by a link 'View Available Opportunities'. Below this link is a message: 'You have 1 My Opportunities available. Select the View Opportunities button below to see what is available to your organization.' and a button 'VIEW OPPORTUNITIES'. The next section is titled 'My Inbox' and includes a message: 'You have 1 new messages. Select the Open My Inbox button below to open your system message inbox.' and a button 'OPEN MY INBOX'.

# My Home Tab

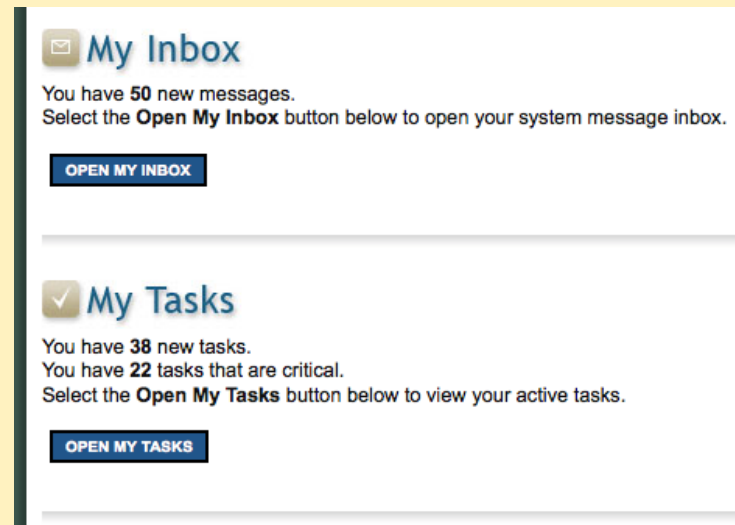


## My Inbox Window

- This window may display system messages sent by DNR staff

## My Tasks Window

- This window may display the status of your application at various times throughout the application cycle
- Can be sorted by:
  - Date, document type, current status, name, organization



# Completing an Application



## Helpful Tips:

- SAVE each page before leaving that page.
- Help Button is at the top of the page and links are provided to resources such as the application guidelines.
- \* = required field



# Completing an Application



## Helpful Tips *continued*:

- Microsoft Notepad is the best program for adding text from another document. Text is counted by characters (spaces, letters, punctuation).
- Upon saving, any errors will be listed at the top of the page. Errors will also be indicated by selecting the Global Errors button.

# Completing an Application



## Helpful Tips *continued*:

- Use underlined text or links to navigate to different pages.
- Review the applicant training guide.
- Save your supporting documentation in an easy to find location.
- ALWAYS remember to SAVE before navigating to a new page.

# Starting an Application



1. Start at My Home screen.
2. View Available Opportunities.

A screenshot of the Michigan Department of Natural Resources website. The header includes the DNR logo, the text 'Michigan Department of Natural Resources', and the 'MICHIGAN.GOV' logo. Below the header is a navigation bar with tabs for 'My Home', 'My Filtered Applications', and 'My Grants'. To the right of these tabs are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area features a 'Welcome Jane' message with a 'Change My Picture' link. To the right of this is an 'Instructions' section with a list of topics: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. Below this is a 'Hello Jane, please choose an option below.' message. The first option is 'View Available Opportunities', which includes a message about 1 available opportunity and a 'VIEW OPPORTUNITIES' button. The second option is 'My Inbox', which includes a message about 1 new message and an 'OPEN MY INBOX' button.

# My Opportunities Tab

- Funding Source
- Availability Date
- Application Period
- Due Date (4-1-15)
- Description

Click “Apply Now”

**Land and Water Conservation Fund Application for MDNR Local Unit of Government**  
Offered By:  
MDNR

**Land and Water Conservation Fund Application Availability Dates:**  
11/01/2013-11/01/2014

**Land and Water Conservation Fund Application Period:**  
11/01/2013-11/01/2014

**Land and Water Conservation Fund Application Due Date:**  
11/01/2014

**Description:**

The LWCF is a federal program administered by DNR on behalf of the National Park Service (NPS) that requires a 50% match. Funding is used to develop public outdoor recreation facilities. Grants sites must remain open for public use in perpetuity. An approved five-year recreation plan is required to apply. All applications must be submitted by April 1st each year.

[APPLY NOW](#)

**Michigan Natural Resources Trust Fund Application for MDNR Local Unit of Government**  
Offered By:  
MDNR

**Michigan Natural Resources Trust Fund Application Availability Dates:**  
11/01/2013-11/01/2014

**Michigan Natural Resources Trust Fund Application Period:**  
11/01/2013-11/01/2014

**Michigan Natural Resources Trust Fund Application Due Date:**  
11/01/2014

**Description:**

The MNRTF is a state program administered by the DNR on behalf of the Michigan Natural Resources Trust Fund Board with a minimum 25% match. Funding is available for acquisition and development grants for public outdoor recreation opportunities. Grants sites must remain open for public use in perpetuity. An approved five-year recreation plan is required to apply. All applications must be submitted by April 1st each year.

[APPLY NOW](#)

**Michigan Recreation Passport Grant Program for MDNR Local Unit of Government**  
Offered By:  
MDNR

**Recreation Passport Grant Application Availability Dates:**  
11/01/2013-11/01/2014

**Recreation Passport Grant Application Period:**  
11/01/2013-11/01/2014

**Recreation Passport Grant Application Due Date:**  
11/01/2014

**Description:**

The RP grant program is a state program administered by the DNR that requires a minimum 25% match. A portion of the revenues derived from the sale of Recreation Passports provides grants for renovating and improving existing parks, but the development of new parks is eligible. Grant sites must remain open to the public for a minimum of 20 years or 40 years for enclosed structures. An approved capital improvement plan is required to apply. All applications must be submitted by April 1st each year.

[APPLY NOW](#)

# Application Menu

- Click “View Forms”
- Changing Statuses
- Other Application Access Options

 [Back](#)

## Michigan Natural Resources Trust Fund Application Menu

Document Information: [TF14-0292](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Michigan Natural Resources Trust Fund Application	<a href="#">Park City</a>	Authorized Official	Application In Process	01/01/2014 - 02/01/2015 02/02/2015 11:59PM EST

### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

### Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

### Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

# Michigan Natural Resources Trust Fund Application Menu - Forms

Please complete all required forms below.

Document Information: [TF14-0292](#)

[Details](#)

## Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	<a href="#">Section A: Applicant Site and Project Information</a>		Jane Smith 1/8/2015 8:25:58 AM	Jane Smith 1/8/2015 8:30:48 AM
	<a href="#">Section B: Project Funding and Explanation of Match Sources</a>			
	<a href="#">Section C1: Project Details</a>			
	<a href="#">Section D: Justification of Need</a>			
	<a href="#">Section E: Application History and Stewardship</a>			
	<a href="#">Section F: Site Conditions</a>			
	<a href="#">Section G: Natural Features of The Project Site</a>			
	<a href="#">Section H: Wildlife Values of The Project Site</a>			
	<a href="#">Section I: Natural Resource Recreation Opportunities</a>			
	<a href="#">Section J: Public Access Opportunities</a>			
	<a href="#">Section K: Trails</a>			
	<a href="#">Application Narrative</a>			
	<a href="#">Required Attachments for Acquisition Projects</a>			
	<a href="#">Additional Information</a>			
	<a href="#">Certification of Authorized Official</a>			
	<a href="#">Change Application Status (Submit/Cancel)</a>			

## 2014 Grant Application

*This information is requested by authority of Part 19 of Act 451 of 1994, to be considered for a recreation grant.*

<b>*Is the application for site development <u>or</u> land acquisition?</b> <input type="radio"/> Development <input checked="" type="radio"/> Acquisition			
<b>*Name of Applicant (Government Unit)</b> MDNR Local Unit of Government		<b>*Federal ID Number</b> 33-333333	<b>*County</b> Ingham County
<b>*Name of Authorized Representative</b> John Doe		<b>*Title</b> City Manager	
<b>*Address</b> 123 Any Street		<b>*Telephone</b> (555) 555-5555  <b>Fax</b> (555) 555-5556	
<b>*City</b> Lansing	<b>*State</b> MI	<b>*ZIP</b> 48909	<b>*E-mail</b> manager@e-mail.com
<b>*State House District</b> District 79	<b>*State Senate District</b> District 21		<b>*U.S. Congress District</b> District 6

<b>*Proposal Title (Not to exceed 60 characters)</b> Love Creek County Park Expansion
<b>*Proposal Description</b> <p>Acquisition of approximately 24 acres directly adjacent to Love Creek County Park. This purchase will create a contiguous area of public park land that guarantees continued public access, protect the Love Creek watershed, and also provide an important buffer needed to protect the scenic values to Love Creek's Outer Loop area in perpetuity.</p>

<b>*Address of Site</b> 9292 Huckleberry Road	<b>*City, Village or Township of Site</b> Berrien Center	<b>*Zip</b> 49102
<b>*County in which Site is located</b> Berrien	<b>*Town, Range and Section Numbers of Site Location</b> <small>Letters must be upper-case: (examples: T02N, R13E, 22)</small> (Town) T06S (Range) R17W (Section) 17	<b>*Latitude/Longitude at park entrance</b> 41.950099 -86.299133
<b>*Park Name</b> Love Creek County Park		Click the link to get coordinates of your site entrance: <a href="#">Map Viewer</a>  DNR Only: <a href="#">Click here for GIS Grant</a>

## Section A - Applicant Site and Project Information



# Acquisition Application

## Section B - Project Funding and Explanation of Match Sources

### SECTION B: PROJECT FUNDING AND EXPLANATION OF MATCH SOURCES

#### Instructions:

- Click [Save](#) to save changes
- See the 2014 Natural Resources Trust Fund Application Guidelines [here](#) for guidance.

#### SOURCES OF MATCHING FUNDS

#### PROJECT COST AMOUNTS

*Grant amount requested (round to the nearest hundred dollars)	<input type="text" value="\$114,500.00"/>
Total Match	\$47,700.00
Total Project Cost	\$162,200.00
Percentage of match commitment (Must be at least 25% of total project cost)	29%
a) General Funds or Local Restricted Funds (Applicant's own cash)	<input type="text" value="\$10,000.00"/>
b) Force Account Labor/Materials (Applicant's own paid labor or materials)	<input type="text"/>
c) Federal or State Funds	<input type="text"/>
d) Cash Donations	<input type="text"/>
e) Donated Labor and/or Materials	<input type="text"/>
f) Donated Land Value (acquisition applications only)	<input type="text" value="\$37,700.00"/>

You have entered a value for item f). Please describe how the value of the land donation was determined.

\* Review of the SEV and comparable sales with the County Appraiser.

65 of 500

\*Is a letter from the landowner committing to the donation of a portion of fair market value and any conditions placed upon their commitment included with application?

☒ Yes ☐ No

Use the following space to attach supporting documentation for Match Sources entered on this page:  
(New spaces will appear as documents are attached and page is Saved.)

Title:

Documentation of Land Donation

Document Source:

5498-Letters\_PublicSupport.pdf

Title:



# Acquisition Application

## Section C1 – Project Details

### SECTION C1: PROJECT DETAILS

#### Instructions:

- Click **Save** to save changes
- See the 2014 Natural Resources Trust Fund Application Guidelines [here](#) for guidance.

#### Land Acquisition Applications ONLY

\*Interest acquired will be (check all that apply)

- ☒ Fee Simple  
☐ Easement  
☐ Other

\*What are the current land uses that exist on the parcel? (check all that apply)

- ☒ Undeveloped/natural land  
☐ Agricultural  
☐ Residential  
☐ Commercial (including timber extraction)  
☐ Recreational  
☐ Other (describe)

\*Any buildings on the site?

☒ No ☐ Yes

\*Any encroachments or boundary disputes with neighbors?

☒ No ☐ Yes

#### Parcel Information Table

\*Itemize estimated cost information for each parcel. For phased projects, the parcels and dollar amounts provided should include all phases.

	LANDOWNER	ACREAGE	STATE EQUALIZED VALUE (SEV)	(1) ESTIMATED APPRAISED VALUE (\$)
1)	Bob Smith	2.1	\$758,300.00	\$147,000.00
2)				
3)				
4)				
5)				
	TOTALS	2.1	\$758,300.00	\$147,000.00

#### (2) ESTIMATED INCIDENTAL COSTS

Prorated Taxes	\$3,100.00
Recording Fees	\$300.00
Transfer Tax	\$1,500.00
Title Insurance	\$1,200.00
Appraisal Fees	\$3,000.00
Closing Fees	\$400.00
Environmental Assessment Costs	\$3,500.00
TOTAL	\$13,000.00

TOTAL APPRAISED VALUE (1)	\$147,000.00
TOTAL INCIDENTAL COSTS (2)	\$13,000.00
TOTAL ACQUISITION COSTS	\$160,000.00

Comments:

# Development Application

## Section C2 – Project Details

### SECTION C2: PROJECT DETAILS

#### Instructions:

- Click **Save** to save changes
- See the 2014 Natural Resources Trust Fund Application Guidelines [here](#) for guidance.
- You may attach a **cost breakdown** as supporting documentation.

#### Development Applications ONLY

##### \*Applicant's current control of the site:

- ☒ Fee Simple  
☐ Lease  
☐ Easement  
☐ Other (describe)

\*Age of Park  Years

\*Acres

#### Project Cost Estimate Table

YOU MUST CHOOSE SCOPE ITEM(S) FROM THE LIST IN THE DROP DOWN BOX.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Concession Building	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$50,000.00
Bathhouse	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$100,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	3	\$38,100.00
Beach Improvement	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$21,400.00
Drinking Fountain	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,000.00
Utilities	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$10,000.00
Bench	<input type="radio"/> No <input checked="" type="radio"/> Yes	6	\$5,400.00
Recycle Bins	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$500.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input type="radio"/> Yes	2	\$27,000.00
	<input type="radio"/> No <input type="radio"/> Yes		

(New rows will appear as rows are completed and Saved)

Other: Site Preparation & SESC	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$31,000.00
Other: Site Restoration & Seeding	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$31,500.00
Other: ADA Beach Access Mat	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$5,000.00
Other: Concrete Bench Access Areas/ Picnic Area	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$30,000.00
Other: Footwash	<input type="radio"/> No <input checked="" type="radio"/> Yes	3	\$3,600.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		

Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials.

(New rows will appear as rows are completed and Saved)

Permit Fees	\$1,500.00
MNRTF Sign	\$2,000.00
Subtotal	\$361,000.00
Engineering (These fees may not exceed 15% of subtotal)	\$54,000.00

Total Estimated Cost (Must equal Total Project Cost amount on Section B page.)

**\$415,000.00**

# Required Attachments:

- Supporting Documentation for your application.
- Save after each upload
- File size = 30 MB or less
- File Type

*\* Note: Page design will change for 2015*

Document Information: [TF14-0292](#)

[Details](#)

You are here: > [Michigan Natural Resources Trust Fund Application Menu](#) > [Forms Menu](#)

SAVE

CHECK GLOBAL ERRORS



## REQUIRED ATTACHMENTS FOR ACQUISITION PROJECTS

### Instructions:

- Click **Save** to save changes
- See the 2014 Natural Resources Trust Fund Application Guidelines [here](#) for guidance.

#### Upload Attachments:

- Click the **Browse** button and search for the document.
- Once selected, the path to the file will appear in the Document Source field.
- Click the **Save** button.
- New Upload bars will appear as files are added.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "I", in the document name. Attachments may be in **Word, PDF, JPG, XLS** or **GIF** format.

All location maps, site development plans, boundary maps, and other graphic information must be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate many of the sites. We must also photocopy many of the graphic materials in black-and-white; be sure that what you submit will photocopy legibly. **Please do not submit aerial photographs for location maps, site development plans, or boundary maps.**

### REQUIRED CONTENT FOR ALL APPLICATIONS

* Project Location Map(s):	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Advance Notice of a public meeting for public comment and to pass the resolution:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Minutes of the Public Meeting held for public comment and to pass the resolution for the application:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Certified Resolution: from the highest governing body:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Notice of Intent Form and copy of letter transmitting form to the regional clearinghouse:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Photographs of the site - digital images, combine into one file:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Documentation of local match sources, (if required on the Section A form):	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Plat or parcel map with subject parcels highlighted:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Copy of most recent deed and tax bill for subject parcel:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>
* Boundary Map(s) delineating the legal boundaries of the park site(s) outlined in red; show easements in green:	
Document Source:	<input type="text"/> <input type="button" value="Browse..."/>

# My Filtered Applications Tab

- Allow user to search for their applications
- Be sure to select the status of “Application in Process”

The screenshot shows the Michigan Department of Natural Resources website. At the top is the state seal and the text 'Michigan Department of Natural Resources'. Below this is a navigation bar with tabs: 'My Home', 'My Filtered Applications' (which is selected), and 'My Grants'. To the right of these tabs are links for 'My Training Materials' and 'My Organization(s)'. Below the navigation bar is a 'Back' button and the heading 'Filtered Applications Search'. A note says 'For more detailed instructions, select the Show Help button.' Below this are several search filters: 'Program' (a dropdown menu), 'Application Name' (a text input), 'Person' (a text input), 'Status' (a dropdown menu), 'Organization' (a text input), and 'Year' (a text input). Below the filters are controls for 'Export Results to' (a dropdown set to 'Screen'), 'Results Per Page' (a dropdown set to '20'), 'Sort By' (a dropdown set to '-- SELECT --'), and 'ASCENDING' (a dropdown). Below these controls is a 'Results' section containing a table with the following data:

Project Name	Organization	Name	Current St
Lighthouse Connector Park Restroom Facility	<a href="#">MDNR Local Unit of Government</a>	<a href="#">TF14-0081</a>	Application in Process

# Submitting the Application

## 1. Review your application

- Double check all sections
- Error Free?
- Required attachments

## 2. Two ways to “Submit”

- Forms Menu
- Application Menu

[Back](#)

### Michigan Natural Resources Trust Fund Application Menu - Forms

Please complete all required forms below.

Document Information: [TF14-0292](#)  
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	<a href="#">Section A: Applicant Site and Project Information</a>		Jane Smith 1/8/2015 8:25:58 AM	Jane Smith 1/8/2015 8:30:48 AM
	<a href="#">Section B: Project Funding and Explanation of Match Sources</a>			
	<a href="#">Section C1: Project Details</a>			
	<a href="#">Section D: Justification of Need</a>			
	<a href="#">Section E: Application History and Stewardship</a>			
	<a href="#">Section F: Site Conditions</a>			
	<a href="#">Section G: Natural Features of The Project Site</a>			
	<a href="#">Section H: Wildlife Values of The Project Site</a>			
	<a href="#">Section I: Natural Resource Recreation Opportunities</a>			
	<a href="#">Section J: Public Access Opportunities</a>			
	<a href="#">Section K: Trails</a>			
	<a href="#">Application Narrative</a>			
	<a href="#">Required Attachments for Acquisition Projects</a>			
	<a href="#">Additional Information</a>			
	<a href="#">Certification of Authorized Official</a>			
	<a href="#">Change Application Status (Submit/Cancel)</a>			

[Back](#)

### Michigan Natural Resources Trust Fund Application Menu

Document Information: [TF14-0292](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Michigan Natural Resources Trust Fund Application	Park City	Authorized Official	Application In Process	01/01/2014 - 02/01/2015 02/02/2015 11:59PM EST

[View, Edit and Complete Forms](#)

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

[Change the Status](#)

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications

[VIEW STATUS OPTIONS](#)

[Access Management Tools](#)

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

[Examine Related Items](#)

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

# Questions?



Questions on what's new or  
MiRecGrants?

# PART TWO

## Grant Program Specifics



**Detailed discussion of each  
grant program**



# Michigan Natural Resources Trust Fund (MNRTF) Basics



- **March 1** – 5-year Recreation Plan due (if expired)
- **April 1** - Application Deadline
- **April** – DNR Review for completeness and project and applicant eligibility
- **May/June** – On-site visit by DNR to all eligible proposed projects



# Michigan Natural Resources Trust Fund (MNRTF) Basics



- **October** - Preliminary scores provided
- **November** – Final scores provided
- **December** – Board Recommendations for funding
- **Spring of following year** – Legislative and Governor approval

# MNRTF Basics



## Eligible Projects:

- Development of outdoor recreation facilities
- Acquisition of land or rights in land for natural resource protection and public outdoor recreation

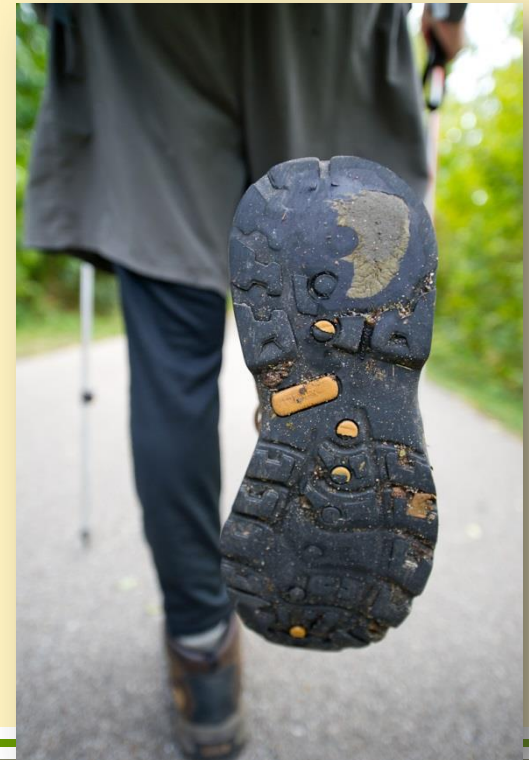


# MNRTF Basics



## Eligible Applicants

- Local unit of government, the state, (designated) school district, or recreation authority legally authorized to provide recreation
- Must have a DNR approved five-year recreation plan



# MNRTF Basics



## Min./Max. Grant Request Amounts:

- Acquisition has no minimum or maximum
- Development is \$15,000 minimum and \$300,000 maximum



# MNRTF Basics



## **Site Control Required:**

- Fee Simple or Easement
- Since 1976 – over \$1 Billion has been awarded
- \$500 million cap was reached in May 2011 – funding now comes from investment earnings

# Trust Fund Board



- Five (5) member Board of Trustees
- DNR Director or designee from the Natural Resources Commission (NRC)
- 4 members from the public appointed by the Governor





# Trust Fund Board



- The Board holds 6 public meetings per year
- Their role is to recommend projects for funding to the Legislature and Governor from each year's set of applications



# MNRTF Basics



- Small Acquisition Grant Initiative (SAGI):
  - \$100,000 or less
- Small Development Grant Initiative (SDGI):
  - \$ 50,000 or less
- Historically, these Initiatives have been funded and may be in the future, but no guarantee



# MNRTF Basics



## Potential problem areas:

- Inadequate match
- Contamination
- Does not meet ADA requirements
- Applicant has an unresolved conversion
- Applicant has “Residents Only” policy
- Readiness and feasibility of project

# MNRTF Scoring Criteria



## 1. Need for Project

A. Rationale	20
--------------	----

B. Public Support	20
-------------------	----

<b>Maximum points (A + B)</b>	<b>40</b>
-------------------------------	-----------

# MNRTF Scoring Criteria



## 2. Collaboration

- |   |    |
|---|----|
| A. Formal agreement exists between 2 or more local units of govt. (LUG – not including schools) to share, operate and/or maintain recreation facility | 30 |
| B. Recreation facility will be shared, operated and/or maintained by LUGs and other non-governmental entities or there is no formal agreement         | 15 |

<b>Maximum points (A or B)</b>	<b>30</b>
--------------------------------	-----------

# MNRTF Scoring Criteria

## Acquisition Only



### 3. Site and Project Quality - Acquisition

A. Ability to get to site	20
B. Compatibility	20
C. Programming/Marketing	20
D. Green infrastructure plan	20
E. Fee simple purchase	20

<b>Maximum points (A + B + C + D + E)</b>	<b>100</b>
---	------------

# MNRTF Scoring Criteria

Development Only



## 3. Site and Project Quality - Development

A. Ability to get to site	20
B. Compatibility	20
C. Renovation	20
D. Environmentally friendly (3 or more)	20
E. Crime prevention	20
F. Programming/Marketing	20
<b>Maximum points (A + B + C + D + E + F)</b>	<b>120</b>

# MNRTF Scoring Criteria



## 4. Applicant History

A. Per capita grant \$ exceeds median	0
B. Per capita grant \$ less than median	20
C. Never received a grant	40
D. Program compliance	10
E. Formal recreation department/committee	10

<b>Maximum points (A or B or C) + D + E</b>	<b>60</b>
---	-----------

# MNRTF Scoring Criteria



## 5. Conversion History (a compliance incentive)

If applicant has a known, unresolved conversion -50

- Land acquired or developed with grant funding is dedicated (encumbered) to public outdoor recreation in perpetuity
- If these dedicated lands are removed from public outdoor recreation use it is considered a conversion
- There is a conversion resolution process

• **Reduction in points** -50

# MNRTF Scoring Criteria

## Acquisition Only



### 6. Natural Resource Protection & Use - Acq

- |  |    |
|--|----|
| A. Most imperiled or desired natural resources protected     | 60 |
| B. Less critical protection or access need                   | 40 |
| C. Some protection/access provided                           | 20 |
| D. Good quality hunting/fishing/wildlife viewing opportunity | 20 |

<b>Maximum points (A or B or C) + D</b>	<b>80</b>
---	-----------



# MNRTF Scoring Criteria

Development Only



## 6. Natural Resource-Based Recreation Opportunities – Development

A. Highest quality	40
B. Good quality	20
C. Fair quality	10

<b>Maximum Points (A or B or C)</b>	<b>40</b>
-------------------------------------	-----------

# MNRTF Scoring Criteria



## 7. Financial Need

A. Upper 1/3 MHI*	0
B. Middle 1/3 MHI	20
C. Lowest 1/3 MHI	40
<b>Maximum points (A or B or C)</b>	<b>40</b>

*\*Median Household Income*

*(MHI is determined using the U.S. five-year community survey estimate.)*

# MNRTF Scoring Criteria



## 8. Urban Area Recreation Opportunities

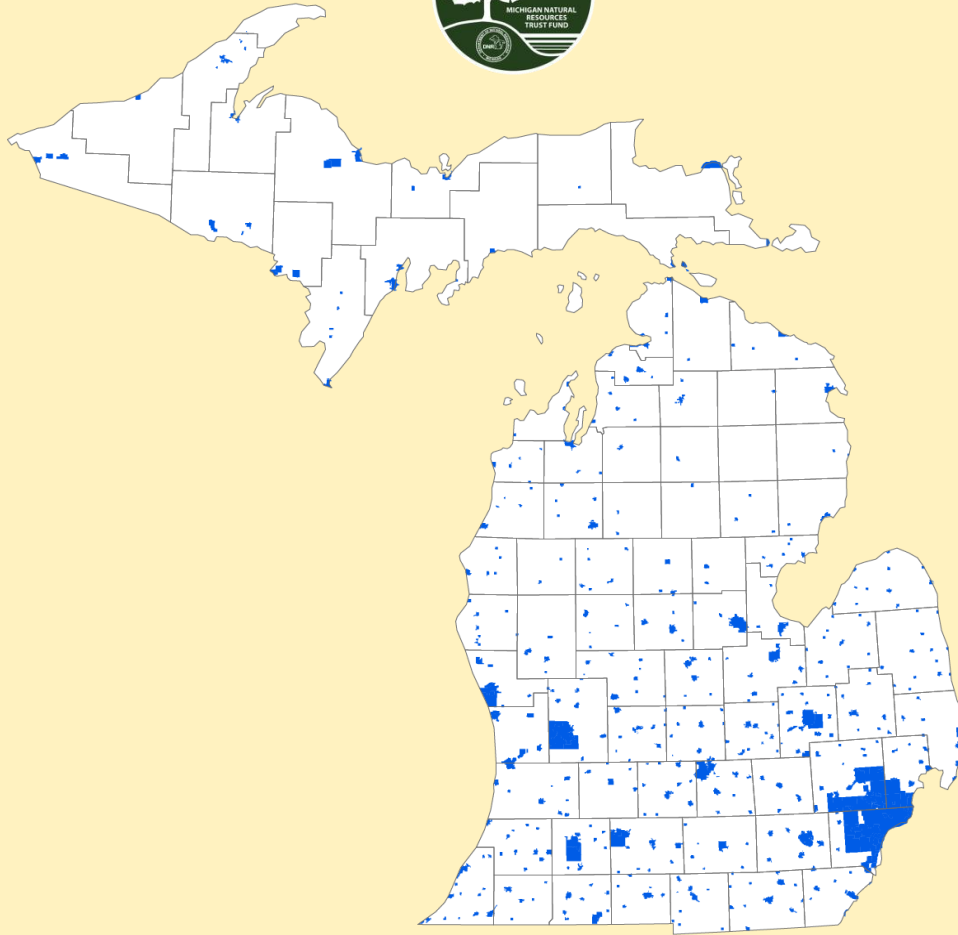
A. Core or inner ring city of MSA*	40
B. Urbanized Area of MSA	30
C. Core city of MiSA**	20
D. Urban Cluster (smaller communities)	10

<b>Maximum points (A or B or C or D)</b>	<b>40</b>
--	-----------

*\*Metropolitan Statistical Area*

*\*\*Micropolitan Statistical Area*

# Michigan Urban Areas



# MNRTF Scoring Criteria

Development Only



## 9. Local Match

Local Match Percentage	Top ~2% MHI*	Top 1/3 <sup>rd</sup> MHI	Middle 1/3 <sup>rd</sup> MHI	Bottom 1/3 <sup>rd</sup> MHI
0-25%	0	0	0	0
26-29%	0	0	5	10
30-39%	0	5	10	20
40-49%	5	10	20	30
50%+	10	20	30	40

\* Communities with MHI values greater than \$92,110 (to be updated)

**Maximum points**

**40**

# MNRTF Scoring Criteria

## Development Only



### 9. Applicant Match – continued

- Only match that is documented and secure is used to score this criterion.
- \*\* Match percent is adjusted down, for the purpose of scoring this criterion only, when total project cost (not grant amount requested) exceeds \$400,000.

If total project cost is  $\leq$  to \$400,000 then:

$$\frac{\text{Local match}}{\text{Total project cost}} = \text{Local Match \%}$$

If total project cost is  $>$  \$400,000 then:

$$\frac{\$400,000 - \text{Grant Request}}{\$400,000} = \text{Local Match \%}$$

# MNRTF Scoring Criteria



## 10. Entrance Fees

A. Fees with no waiver	0
B. Waiver with unknown or questionable effectiveness	15
C. No fees or effective waiver	30

<b>Maximum points (A or B or C)</b>	<b>30</b>
-------------------------------------	-----------

# MNRTF Scoring Criteria

Development Only

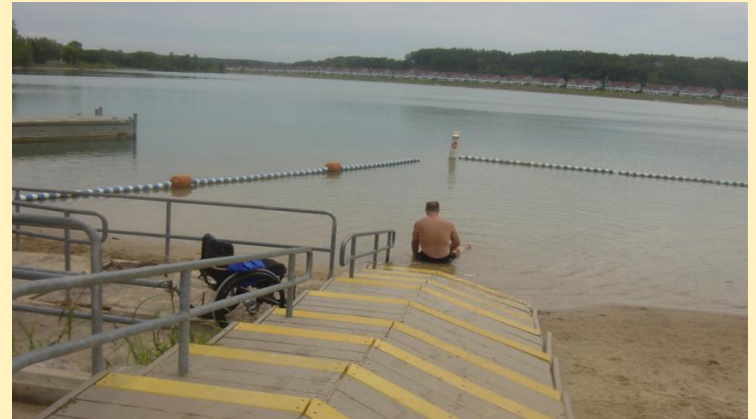


## 11. Universal Design

A. Public Outreach 10

B. Use of universal design 20

**Maximum points (A + B) 30**





# MNRTF Scoring Criteria

Acquisition Only



## 11. Public Land Ownership

Project is located within a county that contains 50% or more privately owned land.

10

**Maximum points**

**10**



# MNRTF Scoring Criteria

Acquisition Only



## 12. Motorized Recreation Use

Project allows motorized recreation use (ORV and/or snowmobile)

10

**Maximum points**

**10**



# MNRTF Scoring Criteria

## Acquisition and Development



Core criteria for **acquisition** projects

**Maximum Total Points** **510**

Core criteria for **development** projects

**Maximum Total Points** **480**

# MNRTF Scoring Criteria



## Three Board Priority project types:

- Each is worth a maximum of 50 points
- Only the highest scoring Priority Project Type point can be awarded for an application



# Trails and Greenways

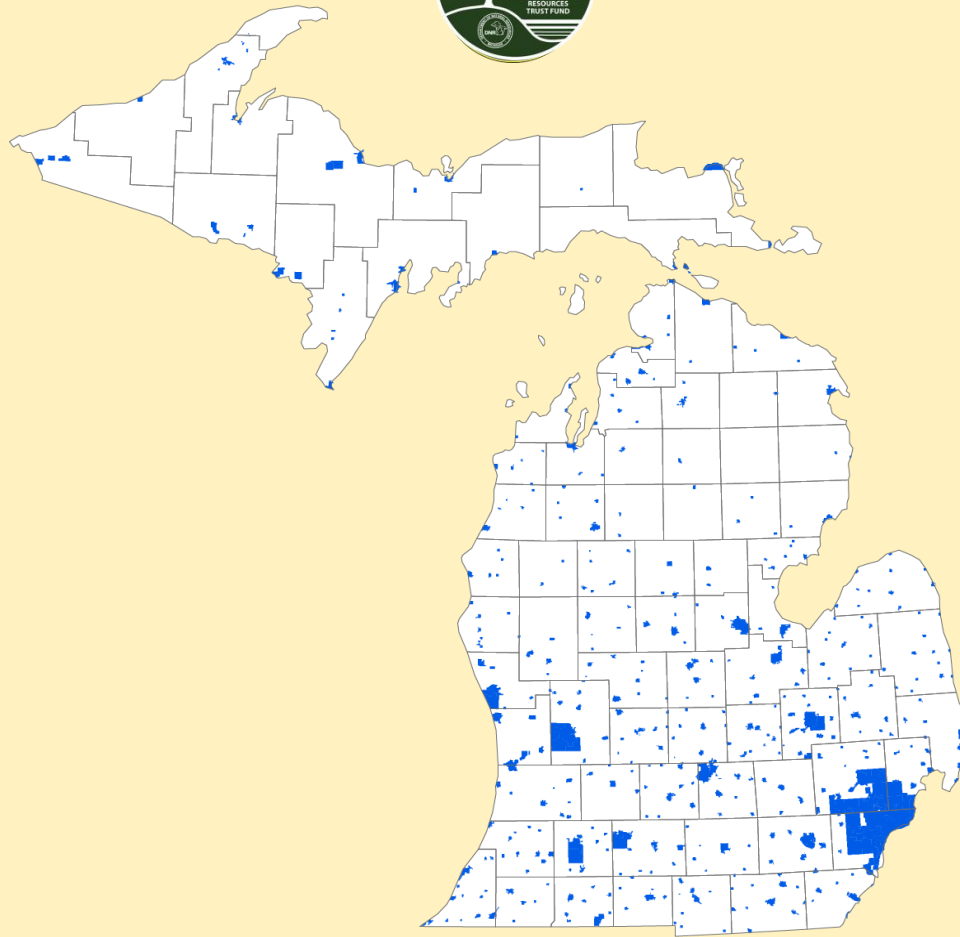
Including water trails



# Wildlife Corridors and Deer Yards



# Urban Area Projects





# The Application



- Narrative
- Attachments
- Site plan
- Location Map





# The Application



## Narrative

### 1. Project Description

- Describe scope or future development
- Placement of facilities
- Environmentally Friendly (solar energy, recycled materials)



# The Application



## Narrative

2. Natural Resources Access and Protection
3. Project Justification and Support



# The Application



## 4. Other Information

- Existing structures
- Stewardship issues
- Fee policy



# The Application



## Attachments

- Project location map
- Advance notice of a public meeting
- Signed minutes of the public meeting
- Certified resolution from governing body
- Evidence that match is secure
- Notice of Intent to regional planning commission
- Photos and maps

# The Application



## Site Plan

### Important Elements:

North Arrow

Proposed Development

Future Development

Street Labeled

Significant Landscape Features

Existing Development

Access Drive

Project Boundary

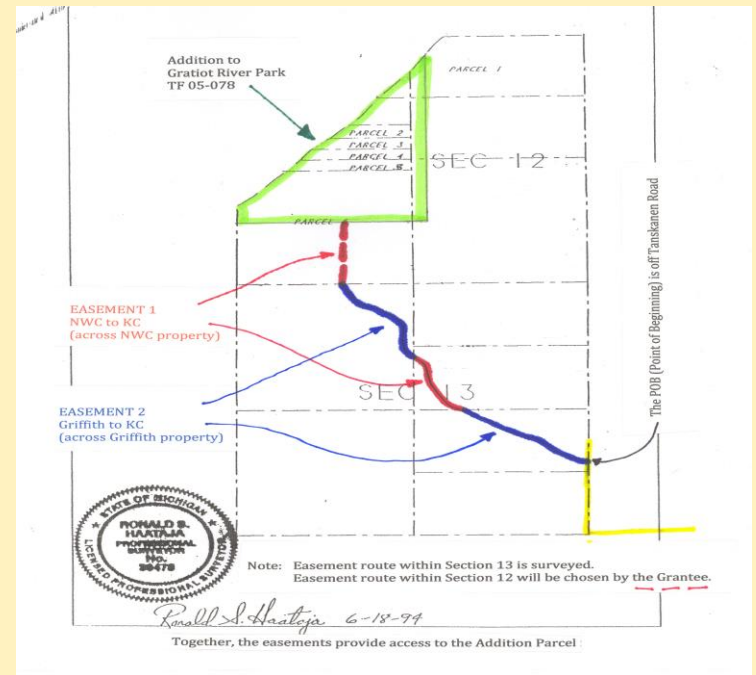


# The Application

## Acquisition Attachments



- A plat or parcel map for each parcel
- Environmental report (if applicable)
- Any easements that may be necessary to access the property



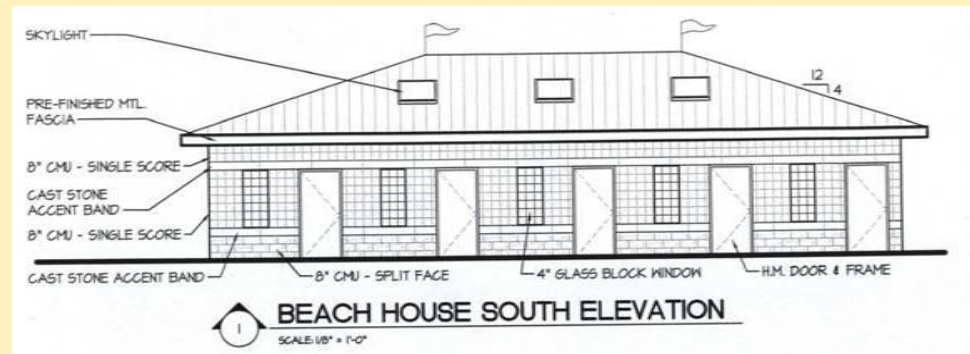
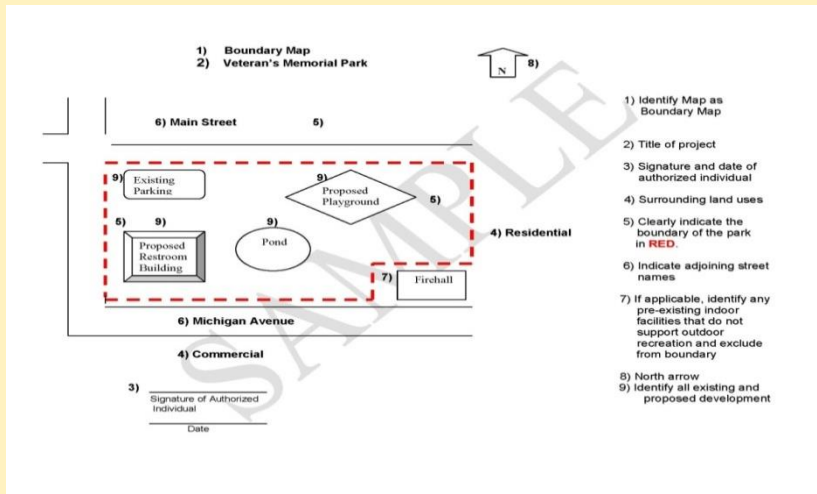


# The Application

## Development Attachments



- Boundary map
- Site control form
- Preliminary floor plans/elevation drawings of any proposed structures



# The Application

## Development and Acquisition Attachments



## Recommended Supporting Documentation

- Minutes of other public meetings to gather input and support
- Expert documentation of natural resource values
- Letters of support for the project





# Land and Water Conservation Fund (LWCF) Basics



## Eligible applicants:

- State and Local units of Government, Huron-Clinton Metropolitan Authority, Regional Recreation Authorities, School Districts (if primary provider of outdoor recreation), and Federally-recognized Native American Tribes
- Must have a DNR Approved 5-year recreation plan.

# LWCF Basics



## Eligible Projects:

- Development projects only – Public outdoor recreation (trails, picnic areas, beaches, campgrounds, boating access, and fishing areas)
- Project must have 50% matching funds (fixed match)

# LWCF Basics



- Application Deadline: April 1<sup>st</sup>
- Grant Request Amounts: \$30,000 minimum and \$100,000 maximum
- Award Recommendation Date: Recommended projects submitted to the DNR Director in November
- Site Control Required: Applicant must own the land at the time of application

# LWCF Scoring Criteria



■ Need for Project	60
■ Site and Project Quality	120
■ Applicant History	60
■ Financial Need of the Applicant	40
■ Quality of the Overall Park Design	70
Project Facilities/Scope Items	50

# LWCF Scoring Criteria



• Project Facilities/Scope Items	20
• Universal Access Design	30
• SCORP Trail Priorities	50
• Conversions	-50
• <b>Total Points Available</b>	<b>500</b>

# Recreation Passport Basics



## Eligible Applicants:

- Local units of Government, Huron-Clinton Metropolitan Authority, Regional Recreation Authorities, School Districts (if primary provider of outdoor recreation)
- Applicant must have project listed in a Current Capital Improvement Plan or DNR Approved 5-year recreation plan.

# Recreation Passport Basics



## Eligible Projects:

- Development projects only – Public outdoor and indoor recreation (trails, picnic areas, beaches, campgrounds, boating access, and fishing areas)
- Project must have minimum of 25% matching funds

# Recreation Passport Basics



- Application Deadline: April 1<sup>st</sup>
- Minimum/Maximum Grant Request Amounts:  
\$7,500 minimum and \$45,000 maximum





# Recreation Passport Basics



- Award Recommendation Date:
  - Recommended projects submitted to the DNR Director in November
  
- Site Control Required:
  - Applicant must own the land at the time of application, or if the land is leased it must be encumbered for the life of the facilities (20yrs or 40yrs).

# Recreation Passport Scoring Criteria



1. Need for project	90
2. Site Quality	20
3. Project Quality	70
4. Applicant History	40
5. Conversion	-20
<b>Total</b>	<b>220</b>

# Recreation Passport Scoring Criteria



## 1. Need for Project

A. Rationale	0,15, or 30
B. Financial Need	0,15, or 30
C. Renovation	0 or 20
D. Priority	0 or 10

# Recreation Passport Scoring Criteria



## 2. Site Quality

A. Location 0, 5, or 10

B. Ease of Access 0, 5, or 10

# Recreation Passport Scoring Criteria



## 3. Project Quality

A. Quality of Facility Design	0, 5, or 10
B. Compatibility	0, 5, or 10
C. Programming/Marketing	0, 5, or 10
D. Safety Measures	0, 5, or 10
E. Env. Sustainability	0, 5, or 10
F. Universal Access	0,10 or 20

# Recreation Passport Scoring Criteria



## 4. Applicant History

- A. Stewardship of existing system      0, 5, or 10
- B. Maintenance of existing facilities      0, 5, or 10
- C. Past per capita grant assistance      0, 10, or 20

# Recreation Passport (RP) Scoring Criteria



## Tie-breaker

- In the event that any projects receive the same total application score, they will be prioritized according to past grant \$\$ per capita (total \$ amount of all grants awarded for that community divided by applicants population) with the lowest grant \$ per-capita receiving the highest priority

<b>Total RP Points Possible</b>	<b>220</b>
---------------------------------	------------

# Recreation Passport Required Materials



- Project narrative
- Site development plan
- Project location map
- Site control documentation
- Certified resolution of support from the governing body





# Grant Basics for all programs



- Park must be open to the public
- MNRTF & LWCF – Park must be kept in public outdoor recreation *in perpetuity*
- RPGP – Park must be kept in public outdoor recreation 20 years outdoor site elements and 40 years for building
- Park needs to be well maintained
- Program acknowledgement signage required

# Contact Information



Phone: (517) 28-GRANT (517-284-7268)

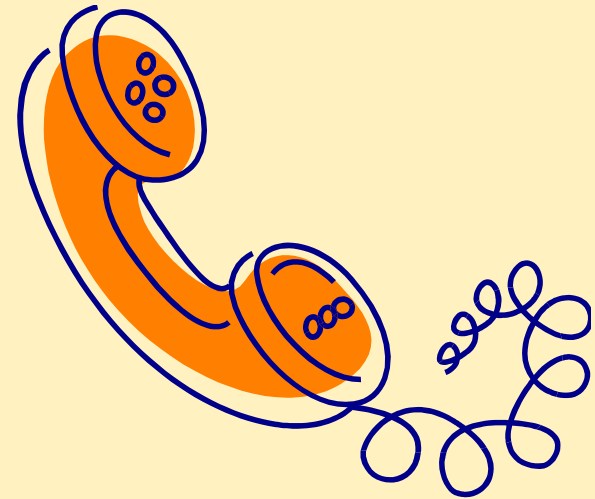
Program Information and Forms:

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)



Sign up for e-mail updates:

[www.michigan.gov/dnr](http://www.michigan.gov/dnr)



# Questions?

## Thank You

